



ZONING CHAPTER 18.05 REZONING SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist may be helpful, it is not designed to be a substitute for the Zoning Code provisions. Applicants are expected to review the details of the code. Copies of the Zoning Code can be purchased in the Planning Department, or accessed online at http://www.manitousprings-co.gov/PDF/Zoning_Code.pdf

A pre-application meeting shall be scheduled with the Planning Staff prior to Rezoning submittal. The following information needs to be provided at the pre-submittal meeting:

- 1) Existing zoning and use of the site and adjacent zoning and land uses.
- 2) Conceptual site layout (if applicable).

By **5:00 p.m. on the published submittal date**, the following information, as specified in the Zoning Code shall be provided to the Planning Department:

✓

- ☐ 1) Completed Development Review Application Form with nonrefundable fee.
- ☐ 2) A letter of application containing the following information:
 - a. The names and addresses of all property owners within the proposed rezoning area.
 - b. A detailed explanation, including all reasons for the rezoning request.
 - c. A description of existing and proposed land uses.
- ☐ 3) Legal description(s) of the property, or rezoning area if comprised of more than a single property.
- ☐ 4) Names and addresses of all adjacent property owners within the radius prescribed in the Zoning Code.
- ☐ 5) Evidence of mailed notification.
- ☐ 6) An Environmental and Fiscal Impact Report.
- ☐ 7) Citizen Participation Plan and Report.
- ☐ 8) One copy up to 11"x 17", or three copies over 11"x 17" and up to 24"x 36" and a reduced size (not to exceed 11" x 17"), of a detailed site map of proposed rezoning area.
- ☐ 9) Any other supporting documentation or maps as determined by the applicant or Planning Staff.